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Minutes

Council on Academic Affairs

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3-3-2005

# March 3, 2005

Council on Academic Affairs

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## **Agenda for the March 3, 2005 CAA Meeting**

**Items approved:** None.

**Items Pending:** 05-11, Discussion of General Education  
05-12, Discussion of Technology-Delivered Courses

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### **Council on Academic Affairs Minutes March 3, 2005**

The March 3, 2005 meeting of the Council on Academic Affairs was held at 2:06 p.m. in Booth Library Conference Room 4440.

**Members present:** Dr. Carwell, Ms. Dilworth, Dr. French, Dr. Methven, Ms. Miller, Mr. Muffler, Dr. Reid, Ms. Sterling, Dr. Tidwell, and Dr. Upadhyay.

**Members absent:** Mr. Collier, Dr. Dietz, and Dr. Fewell.

**Staff present:** Dr. Herrington-Perry and Ms. Fopay.

**Guests present:** Dr. Roszkowski, School of Business; Dr. Sanders, Center for Academic Support & Achievement; and Dr. Wayland, School of Business.

#### **I. Program Review Presentations:**

##### **1. B.S.B. in Marketing Program Review**

Dr. Wayland and Dr. Roszkowski distributed a handout addressing each question listed on the CAA's Guide to IBHE Program Review Discussions. They gave an overview of the Marketing Program Review and answered questions of the council.

##### **2. B.S.B. in Management Program Review**

Dr. Wayland and Dr. Roszkowski distributed a handout addressing each question listed on the CAA's Guide to IBHE Program Review Discussions. They gave an overview of the Management Program Review and answered questions of the council.

##### **3. B.S.B. in Business Administration Program Review**

Dr. Wayland and Dr. Roszkowski distributed a handout addressing each question listed on the CAA's Guide to IBHE Program Review Discussions. They gave an overview of the Business Administration Program Review and answered questions of the council.

#### **II. February 17, 2005 Minutes:**

The minutes of February 17, 2005 were approved as written.

#### **III. Communications:**

1. Minutes from the February 11, 2005 College of Sciences Curriculum Committee meeting.
2. February 21, 2005 memorandum from Dean Hanner, COS, requesting executive action to revise the prerequisites for BIO 2200 and 3624.
3. February 10, 2005 memorandum from Dean Rohn, CEPS, requesting executive action to change the course title and semester hours for HST 4275.  
*The executive action requests that the course credit for HST 4275 be changed from (Arr.-Arr.-2, 3, 5, 6 or 8) to (Arr. 1-9). The council questioned whether the credit should change to (Arr.-Arr.-1-9) rather than (Arr. 1-9). There was discussion about setting a standard to follow. The Executive Committee will look into this.*
4. Minutes from the February 16, 2005 College of Arts & Humanities Curriculum Committee electronic meeting.
5. Feedback from the College of Sciences Curriculum Committee regarding CAA's General Education Subcommittee's draft proposal for revising general education.
6. The College of Arts & Humanities Curriculum Committee resolution on CAA's General Education Subcommittee's draft proposal for revising general education.

Ms. Miller left the meeting at 3:15 p.m.

7. February 28, 2005 e-mail from Dr. Karla Sanders, Center for Academic Support & Achievement, regarding general education and assessment.  
*The e-mail from Dr. Sanders indicated that CASL would like to collaborate with CAA in "gathering information from the faculty teaching General Education courses whose syllabi indicate they are responding to the goal to 'become responsible global citizens'." The purpose for collecting the data resulted from the NCA site team visit earlier this year. According to the e-mail "the NCA site team indicated that Eastern needs to more closely connect the goals and their assessment to the curriculum." Attached to the e-mail was a draft of a faculty survey that Dr. Sanders indicated could be used to gather data.*

*Dr. Sanders was in attendance at today's meeting. She summarized the reason for the collecting the data; explained how and why CASL thought the two councils could work together; and discussed a faculty survey that could be used to collect information. Also, she answered the various questions that the council members had.*

*As a result of the discussion, Dr. Sanders will revise the survey and return to CAA next week. At that meeting, the council will determine the best approach for disseminating the survey to departments.*

Ms. Fopay left the meeting at 3:30 p.m.

#### **IV. Committee Reports:**

There was discussion as to whether CAA will discuss the general education review next week. There was no definite answer. It seemed to depend on whether the General Education subcommittee could meet before then to review the college curriculum committees' responses and to prepare the draft document for council members to review.

#### **V. Items Added to the Agenda:**

None.

#### **VI. Items Acted Upon:**

None.

#### **VII. Pending**

1. 05-11, Discussion of General Education
2. 05-12, Discussion of Technology-Delivered Courses

**The next meeting will be held Thursday, March 10, 2005.**

The meeting adjourned at 3:40 p.m.

--Minutes prepared by Janet Fopay, Recording Secretary

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## \*\*\*\*\* ANNOUNCEMENT OF NEXT MEETING \*\*\*\*\*

Thursday, March 10, 2005  
Conference Room 4440 – Booth Library @ 2:00 p.m.

**Agenda**

None at this time.

**Pending:**

- 05-11, Discussion of General Education
- 05-12, Discussion of Technology-Delivered Courses

**Approved Executive Actions:**

None.

**Pending Executive Actions:**

**CEPS**

**Effective Fall 2005**

- Revise the course title and semester hours for HST 4275.

<b>HST 4275 - Community Health Field Service. Internship.</b>
<b>Short Title: GOM HLTH FLD SR Internship</b>
( <del>Arr. Arr. 2,3,5,6 or 8</del> ) ( <b>Arr. 1-9</b> ) An individually planned internship in a community health agency or organization.
<b>Prerequisites and Course Notes</b>
(Credit/No Credit) HST 2270, 3700 or 3400 and approval of the department chair.
Credits: <del>2 to 8</del> <b>1 to 9</b>

**Pending Executive Actions:**

**COS**

**Effective Fall 2005**

- Change the prerequisites for BIO 2200.

<b>BIO 2200 - Human Anatomy.</b>
(3-3-4) Models and cadaver study of normal human structure of muscular, skeletal, respiratory, cardiovascular, lymphatic, nervous, digestive, and urogenital systems. CLS 904
<b>Prerequisites and Course Notes</b>
<del>BIO 1001G or 1100, BIO 2001G or equivalent recommended.</del> <b>BIO 1100 or equivalent and BIO 2001G or equivalent, or permission of the instructor.</b>
Credits: 4

- Revise the prerequisites for BIO 3624.

<b>BIO 3624 - Histology.</b>
(1-4-3) The structure and function of tissues, primarily human. Laboratory study is combined with discussion of normal tissue structures.
<b>Prerequisites and Course Notes</b>
<del>BIO 2200 recommended.</del> <b>BIO 2001G or equivalent and BIO 2200 or equivalent, or permission of the instructor.</b>
Credits: 3